



COUNTY OF SAN DIEGO

**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DETENTION PROCESSING TECHNICIAN

Class No. 003002

■ CLASSIFICATION PURPOSE

To obtain and record jail booking and release information; to follow procedures to assure clerical control of inmate data, property and cash; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This class is utilized only in the County detention facilities. This position differs from the general clerical class of Intermediate Clerk in that Detentions Processing Technician's perform clerical work using computers more than fifty percent (50%) of the time and are assigned shift work (days, evenings and nights), holidays and weekends in the jails and institutions.

■ FUNCTIONS

**The examples of essential functions in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Reviews duty schedule for daily shift position assignment in the detention processing area and reports to assignment. Inspects work area to insure all necessary forms, materials and departmental policy examples are stocked and available.
2. Reviews inmate intake forms and other documents received from arresting officers. Begins booking process by carefully reviewing and verifying any information into the computer system using a variety of data screens. Verifies basic information on inmate such as name, physical description, and address. Interviews detainees or inmates to acquire or confirm necessary information. Records and prints a copy of form and obtains inmate signature acknowledging accuracy of basic information.
3. Maintains professionalism and communicate effectively and consistently with citizens from a variety of cultures, races, ethnicities, religions, genders, sexual orientation and/or socio-economic backgrounds. Communicates with inmates or detainees who may be under the influence of drugs or alcohol, maybe emotionally upset, disturbed or otherwise uncooperative. Provides detainees, inmates or visitors with clear verbal instructions to direct movement or provide information. Responds to questions from visitors, inmates or detainees appropriately in accordance with policy.
4. Conducts searches of electronic databases to research records on previous criminal conviction history, arrests or warrants. Updates electronic or manual records as needed to maintain accurate information needed by courts, law enforcement staff and the Office of the District Attorney staff. Follows established procedures and uses appropriate computer and record keeping codes to record all information in manual electronic records.
5. Uses sound professional judgment and common sense in situations that require decisions on transfer, movement, release or retention of inmates. Diligently follow guidelines of legal jurisdiction, court mandates and departmental policy in processing the release of inmates. Applies good judgment and knowledge of applicable statutes while mathematically computing the amounts of time served and dates of release according to established formulas. Follows established Department Policy and Procedures, State and Federal laws when processing inmates for releases, such as time served.
6. Creates new manual file jackets or updates existing jackets to record all changes in status of an inmate such as transfer, court, release or change in changes. Pulls manual file jacket when assigned for use in the court update and transfer process. Maintains accurate manual or electronic notes and documentation. Follows established departmental policy on review of documents and records for accuracy.
7. Exchanges information as needed with law enforcement representatives, court personnel, attorneys and members of the public in accordance with departmental policy and within the limits of established guidelines.
8. Documents items of small personal property received from inmates at time of booking. Places property in envelopes marked for identification purposes for storage. Enters information regarding small property storage into records.

9. Observes and assesses situations in and around booking area on an ongoing basis, paying special attention to any health, safety or emergency situation. Take appropriate action to prevent or resolve any potential problems or safety issues. Contacts supervisor, emergency medical personnel or deputies as needed to respond to situations.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Basic interview techniques.
- Cash accounting procedures.
- Computer programs.
- County customer service objectives and strategies.

##### Skills and Abilities to:

- Check and compare names and numbers.
- File alphabetically and numerically.
- Use computers.
- Use charts and schedules.
- Communicate with inebriated, uncooperative and/or emotionally disturbed persons.
- Convert standard to military time.
- Explain procedures and documents to others.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Eighteen (18) months of full time, progressively responsible clerical experience; **OR**
2. Six (6) months of the above experience AND completion of an administrative or office certificate program from a recognized business or community college.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Essential functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

##### Certification/Registration

An ORIGINAL unaltered typing certificate (no photocopies) for at least 30 net WPM with a maximum of 5 errors must be submitted with the application and will be required before candidates will be scheduled to take the written test. The typing test must be for at

least 5 minutes with 2 gross words penalty for each error, and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Working Conditions

Applicants must be willing to work any shift, on holidays or weekends; with inebriated, uncooperative, and/or emotionally disturbed persons; and in a locked detention facility to book and release inmates.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, truth verification interview or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

**New: June 25, 1982**  
**Reviewed: Spring 2004**  
**Revised: December 15, 2005**  
**Revised: March 8, 2006**  
**Revised: March 31, 2006**